

A.D. 2.17, Employee Conduct

Prepared for signature 3/27/02 - effective 5/10/02

1. Policy. Each employee of the Department of Correction shall engage in appropriate and ethical conduct while carrying out official duties and while engaged in off duty activities which directly reflect on the Department.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 1-80 through 1-89, 5-266a through 5-268, 18-81, 53a-65, 53a-71 and 53a-73a.
 - B. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-1C-01 and 2-CO-1C-04.
 - C. American Correctional Association, Standards for Adult Correctional Institution, Third Edition, January 1990, Standards 3-4061 and 3-4067.
 - D. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1A-21, 3-ALDF-1C-15 and 3-ALDF-1C-23.
 - E. American Correctional Association, Standards for Adult for Probation and Parole Field Services, Third Edition, August 1998, Standard 3-3047.
 - F. American Correctional Association, Standards for Correctional Training Academies, Standard 1-CTA-1C-01.
 - G. Hatch Act, 5 USC, Sections 1501 through 1508.
 - H. Administrative Directives 6.2, Facility Post Orders and Logs; 9.6, Inmate Grievances; and 10.7, Inmate Communication.
3. Definition. For the purposes stated herein, the following definition applies:

Immediate Family. A spouse, parent or step parent, child or step child, grandparent or step grandparent, sibling or step sibling, grandchild or step grandchild.
4. Employee Responsibility. Each employee of the Department shall act in a professional, ethical and responsible manner.

Chain of Command. Each Department employee shall become familiar with the tables of organization depicting the Department and Unit chain of command. Each employee shall show respect to any ranking member of the Department and shall obey any lawful order of a supervisor. An employee given an instruction or order which conflicts with a previous instruction or order shall inform the present supervisor of the conflict and follow the order as directed.
5. Standards of Conduct.
 - A. Each Department employee shall:
 1. Comply with all federal and state laws, regulations and/or statutes, Department and Unit Directives and lawful instructions/orders.
 2. Enforce all rules, regulations and policies of the

Department as appropriate.

3. Ensure that a safe, secure and sanitary work environment is maintained.
4. Remain alert, aware of, and responsive to the surroundings at all times.
5. Remain on assigned post until properly relieved and/or remain at worksite as required.
6. Comply with official notices and roll call and other instructions.
7. Meet all employee responsibilities for dependability.
8. Report any arrest, or receipt of any summons received from a law enforcement agency or court, and subsequent disposition, including conviction, to an appropriate supervisor on or by the next scheduled work day following the arrest, but no later than 48 hours of the arrest or receipt of summons. This requirement shall not apply to summons received for minor traffic violations. An employee shall submit supporting documentation of arrest, receipt of summons or disposition. Any employee on extended leave shall report any arrest or receipt of summons, and subsequent disposition, including conviction, to the Unit Administrator within 48 hours.
9. Inform the appropriate supervisor and the Human Resources Unit, in writing, of any change of address and/or telephone number within 48 hours.
10. Report any condition or use of medication the employee is taking which may affect job performance or judgment to an appropriate supervisor.
11. Report any medication brought into the worksite and maintain any personal property and medication in a secure manner.
12. Act in a professional manner showing respect to other employees and the public.
13. Respect and protect the rights of inmates.
14. Maintain good stewardship of all state property and equipment.
15. Maintain appropriate demeanor at all times.
16. Be courteous and accommodating in all dealings with the public, to include telephone etiquette.
17. Within no later than 48 hours report in writing to a supervisor when a friend or relative is or becomes incarcerated.
18. Cooperate fully and truthfully in any inquiry or investigation conducted by the Department of Correction and any other law enforcement or regulatory agency.
19. Appropriately file information as required by the State Ethics Commission.
20. Report immediately any threat, act of intimidation, harassment, physical or verbal abuse or assault to a supervisor.

B. The following behavior shall be strictly prohibited:

1. Any act that jeopardizes the security of the unit, health, safety, or welfare of the public, staff or inmates.
2. Excessive or unnecessary use of force.
3. Unauthorized possession of non-department issued firearms or

- other weapon while on duty or state property.
4. Convey unauthorized items into or out of a facility, or other correctional unit.
 5. Sleeping or inattentiveness while on duty.
 6. Unauthorized distractions while on duty, e.g., reading materials, radios or televisions.
 7. Abuse of sick time, accrued leave or workers' compensation.
 8. Report to work under the influence of alcohol or illicit drugs, or consume alcohol while on duty or while in uniform.
 9. Enter ~~into~~ a correctional unit when off duty unless previously authorized.
 10. Engage in abusive or obscene language, threats and/or intimidating behavior.
 11. Engage in unprofessional or illegal behavior, both on and off duty, that could in any manner reflect negatively on the Department of Correction.
 12. Engage in any activity, which would conflict with the proper discharge of or impair the independence of judgment in the performance of duty.
 13. Engage in bartering, gambling or games of chance with inmates.
 14. Engage in retaliation or reprisal against an inmate for engaging in activities that are protected by law or directive. Such protected activities include, but are not limited to: filing a grievance in accordance with Administrative Directive 9.6, Inmate Grievances; accessing courts; and engaging in privileged correspondence in accordance with Administrative Directive 10.7, Inmate Communication.
 15. Engage in undue familiarity with inmates which includes, but shall not be limited to, the following:
 - a. any sexual contact between a staff member and an inmate and/or person under the Department's supervision, or continuing criminal sanction (e.g., parole, probation);
 - b. sexualizing a situation without physical touching such as partaking in activities involving suggestive or pornographic photographs, suggestive or explicit letters or behavior which provides sexual gratification;
 - c. holding a position of supervisory or disciplinary authority and participating in sexual behaviors or undue familiarity with an inmate as defined in (a) ;
 - d. personal involvement in an inmate's private or family matters outside assigned professional duties;
 - e. performance of personal favors for inmates outside assigned professional duties;
 - f. discuss with an inmate any matter pertaining to the inmate's crime(s) or the crime(s) of other inmates (except as required pursuant to official business);
 - g. discuss with an inmate personal and/or business matters of other staff;
 - h. discuss security operations of a facility with an inmate;
 - i. inconsistently enforced facility rules to favor an inmate or group of inmates;

- j. have personal work done by an inmate;
 - k. visit, correspond with or accept telephone calls from an inmate who is under the custody of the Department (except for an immediate family member and when authorized by the Facility Administrator);
 - l. house an inmate who is under the custody of the Department (e.g., while inmate is on furlough, community release, continuing criminal sanction, etc.), at the staff member's home (except for an immediate family member and when authorized by the Facility Administrator); and
 - m. enter into a personal or business agreement with an inmate, including, but not limited, to acting as a bail bondsman for an inmate.
16. Engage in behavior which is sexually, emotionally, or physically abusive toward the public, staff or inmates.
 17. Unauthorized appropriation or use of any property belonging to the public, state or an inmate.
 18. Release of any confidential information or unauthorized or inaccurate release of information, records, or documents.
 19. Falsification, unauthorized alteration, or destruction of documents, log books, and other records, including job applications.
 20. Use official position, uniform, identification or badge to gain any personal advantage or an advantage for another in any improper or unauthorized manner.
 21. Engage in conduct that constitutes, or gives rise to, the appearance of a conflict of interest.
 22. Unauthorized acceptance of any item or service for oneself or family members, including but not limited to, a gift, loan, political contribution, reward or promise of future employment.
 23. Engage in any political activities, which conflict with state and federal laws to include the Hatch Act.
 24. Failing to follow a lawful order.
 25. Engaging in insubordination.
 26. Failing to cooperate with a departmental investigation.
 27. Lying or giving false testimony during the course of a departmental investigation.
 28. Intentionally withholding information necessary for the completion of an investigation.
 29. Failure to properly conduct tours and/or inmate counts.

6. Supervision of Family Members. A Department employee shall not be employed in any position that places the employee above or under the chain of command, direct or functional, of any immediate family member or cohabitant, nor shall the employee be placed above or under the chain of command, direct or functional, of any immediate family member of the employee's spouse or cohabitant. A relationship between family members who are not immediate family as defined in Section 3 of this Directive may preclude placement of an employee in a chain of command. Such relationship shall be evaluated by the appropriate Deputy Commissioner on a case by case basis. Any employee who becomes romantically linked to another in the chain of command, direct or functional, shall notify the Unit Administrator in writing in order to make assignments consistent with the principles noted above. Similar principles shall

apply to the supervision of contract employees, and the awarding, or advocating the award, of a contract to related parties as noted above.

7. Reporting Code Violations. Each Department employee shall report to a supervisor or appropriate personnel any policy violation or breach of professional conduct involving the public, staff or inmates under the jurisdiction of the Department of Correction.
8. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.